EDITED TASK LISTING

CLASS: RESEARCH PROGRAM SPECIALIST I

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Designs social research methodology and techniques necessary to conduct a major research project (e.g., a program evaluation) and statistical studies (e.g., population projection, recidivism rates, employability, inmate behavior, etc.) of correctional programs and ensure compliance with legislative mandates utilizing various resources (e.g. raw data files, existing data bases, statistical software packages (SAS), literature from scientific community, State laws, Penal Code, Title 15, Departmental Operations Manual (DOM), legislative mandates, etc.) as directed by the Governor's Office, legislature, Department of Corrections (DOC) Director, Policy and Evaluation Division.
2.	Applies research methodology and techniques for a major research project and statistical studies of correctional programs (e.g., sampling, needs assessment, process evaluation, summative (outcome) evaluation, cost analysis, data base administration and maintenance, survey administration, statistical analysis, etc.) utilizing various resources (e.g., raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.
3.	Recommends a design of evaluations of departmental programs to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.
4.	Manages research projects to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., California Department of Corrections (CDC) staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.
5.	Performs statistical activities to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., CDC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.

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6.	Coordinates collection of qualitative and quantitative data on offender and parolee programs to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., self-report survey and interview instruments, DOC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.
7.	Scientifically and objectively controls numerous factors and extraneous variables frequently found in social data to maintain study validity and research integrity utilizing various statistical techniques on a continuous basis.
8.	Synthesizes complicated data from a variety of disciplines (e.g., sociology, criminal justice, health sciences, psychology, etc.) to disseminate information and summary/descriptive reports utilizing various resources (e.g., CDC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.
9.	Makes multi-media presentations in meetings with stakeholders, departmental management, program staff, and other relevant audiences related to research project to disseminate information and to report research progress, barriers, and findings utilizing various resources (e.g., CDC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, DOC Director, Policy and Evaluation Division.
10.	Acts as consultant/advisor to external researchers and others (e.g., university faculty, staff, and students, representatives from state agencies, independent research groups, policy makers, and federal government, etc.) on their reports and presentations to provide guidance, understanding and technical support utilizing various resources (e.g., CDC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as needed.
11.	Prepares various written documents, (e.g., technical/final research reports, memorandum, correspondence, interagency agreements, research grant proposals, surveys, statistical tables, charts, graphs, etc.) to provide and/or request information from others utilizing various resources (e.g.; computer hardware/software, professional knowledge, Federal and State laws, Penal Code, DOM, etc.) as needed.

EDITED TASK LISTING

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12.	Develops electronic databases containing information of offender and parolee characteristics, program entry/exit and participation, inmate misconduct, post-release recidivism and employment utilizing various resources (e.g., self-report survey and interview instruments, CDC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as needed.
13.	Maintains electronic databases containing information of offender and parolee characteristics, program entry/exit and participation, inmate misconduct, post-release recidivism and employment utilizing various resources (e.g., self-report survey and interview instruments, CDC staff and other state and local agencies, raw data files, existing data bases, SAS, literature from scientific community, State laws, Penal Code, Title 15, DOM) legislative mandates, program records and annual reports, etc.) as needed.
14.	Oversees field staff in data collection and data reporting to ensure reliability, validity, comprehensiveness, and integrity of data utilizing various resources (e.g., institutional and service provider site visits, teleconferencing, internet, etc.) on a periodic basis.
15.	Trains field staff in data collection and data reporting to ensure reliability, validity, comprehensiveness, and integrity of data utilizing various resources (e.g., institutional and service provider site visits, teleconferencing, internet, etc.) on a periodic basis.
16.	Attends training and regional conferences in order to remain up-to-date with scientific methodologies, software applications, and to present findings related to correctional research utilizing membership in professional organizations and the internet, etc. in order to perform essential functions within the Policy and Evaluation Division.